

New Technologies for Learning Showcase

Activity sheet: Adobe Connect for Beginners

Our Aim

To explore the use of Adobe Connect for Communicating and Presenting information and collaborating with others in real time over the internet.

Working as a group we'll be using easy to use tools known as 'Pods', these enable communication with Voice over internet, video, text chat, interactive whiteboard and file sharing; the 'Pods' will be demonstrated through show and tell referencing resources followed by hands on activities that follow the steps in this activity sheet. '

This is the web link to access the THED Adobe Connect training room.

Illawarra Institute training room:

<http://webconf.det.nsw.edu.au/thed>

By the end of the session you will be able to:

- Access and Use Adobe Connect for a virtual meeting, including use of TAFE NSW Calendar
- Understand terms commonly used in Adobe Connect

Getting started with Adobe Connect – 15 mins

Resources

Short introductory movie demo of what Adobe Connect does and how it works:

<http://www.adobe.com/products/acrobatconnect/demo/>

Links to Learnscope Adobe Connect resources and training:

http://nswlearnscope.com/wiki/index.php/Adobe_Connect

How can I use Adobe in my teaching?

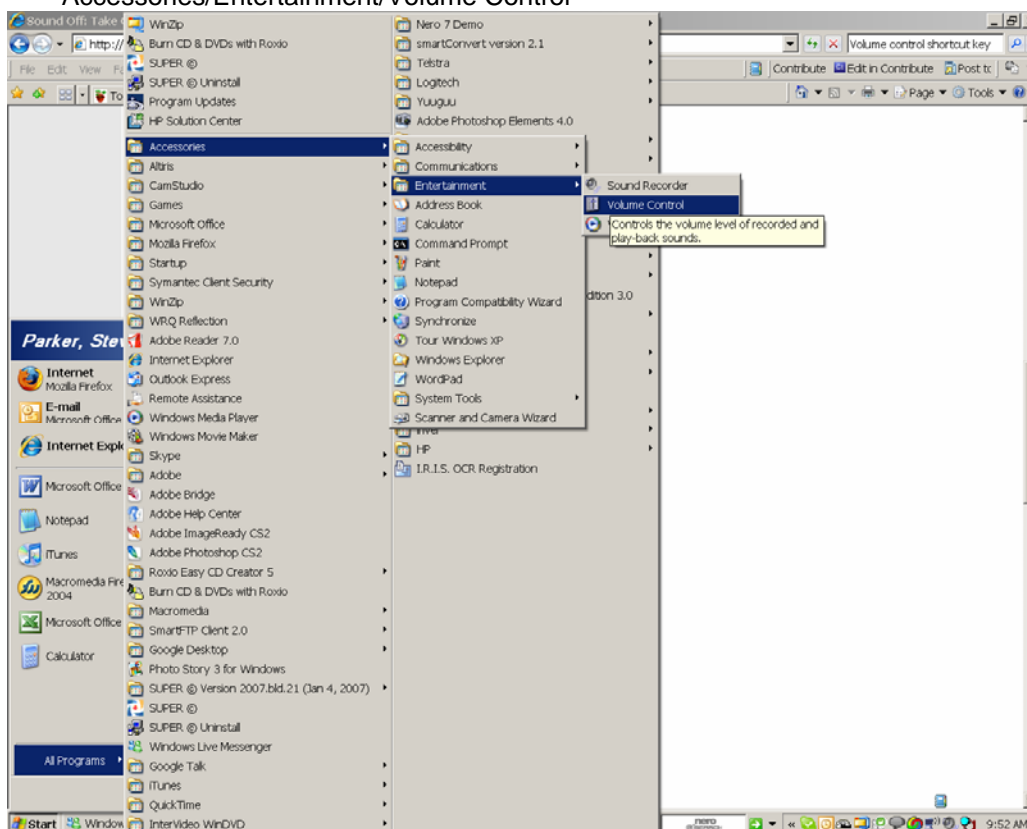
Examples:

- Communicate with employers regularly
- Communicate with students that are distributed and can't always attend class
- Have students in more than one campus doing the same course
- Meet with colleagues without having to travel
- Participate in PD without having to travel...

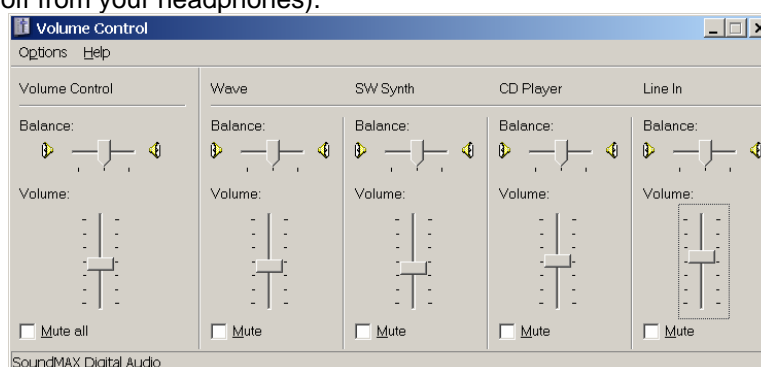
Activity 1 – Communication – 30 mins

Task About your headphones and making your audio work

- First let's check your sound levels. Click the 'Start' button then choose 'Accessories/Entertainment/Volume Control'



- Adjust your audio volume on your computer. Make sure the 'Mute' boxes don't have a tick and the volume is set somewhere in the middle. (You don't want to blow your head off from your headphones).



Logging into the THED Adobe Connect Room

OK you now want to get into the meeting room right?

- Plug your headphones into the computer
- Log onto the Illawarra Institute training room by going to this web address <http://webconf.det.nsw.edu.au/thed>
- Choose Enter as guest and type in your name and enter the training room,
- Choose 'Meeting' from the top menu then the 'Audio Setup Wizard', [follow the instructions...](#)
- Choose 'My Connection speed' then 'DSL/Cable' for TAFE and home broadband. *Note: If you're working on a dial-up connection choose 'Modem'*

Congratulations, you are now ready to participate in an Adobe Connect web conference! Enjoy!

Communication tools

The core of Adobe Connect is the easy to use communication tools/ pods. These include Attendee List, Camera, Voice and Text Chat...give them a go...

Attendee list pod

Inform your facilitator you are good to go by changing your status in the attendee list.



The Attendee List pod, enables you can quickly see who is logged in to a meeting and monitor everyone's name, role, and status.

- Find the attendee list pod, (with everybody's name who is in the meeting)
- Look for and click the words 'My Status'. Choose 'thumbs' up from the drop down list

Task Camera and voice pod



- Express your self, look for the Camera and voice pod.
- Start your camera and voice, click on bottom left button



Click 'Alllow' to enable access to your microphone



Click the hands free 'Lock icon', and talk into microphone, unclick 'padlock' icon



The recommended use of the talk function is called 'Hold to talk' – Click the talk button and speak into microphone. Release 'Talk button' to no longer be heard.

Hints on using camera/voice – Stephan Ridgway

Unless you have a specific reason it's best not to utilise the video camera as it consumes significant bandwidth and may degrade the overall experience of the session. As a facilitator you may introduce the session using the camera and then pause it for the duration of the session. To pause the camera click the camera icon, this will take a snap shot from the camera and use this as a still picture. The camera can be restarted by clicking the icon again.

It's a good idea to turn your microphone off if you are not speaking. With multiple speaker mode enabled, each participant adds a little background noise to the session which culminates in a distracting background interference.

The microphone lock mode is useful if you need to use your mouse to demonstrate and essential if you are desktop sharing as the focus is moved away from the meeting room to the shared application.

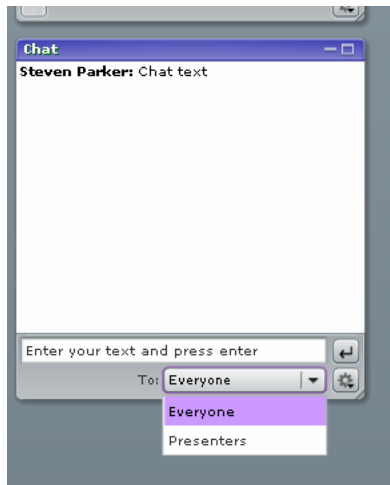
Adobe - TechNote : [Best practices for Voice Over IP \(VoIP\) audio](#)

Chat pod

The chat pod enables text chat for a session to enable participants to

1. Ask questions or post questions for answering later.
2. Text chat with others in the room
3. Chat privately with someone else in the room

- Interact if they do not have camera or voice access



Task Chat pod

- Find the chat pod, enter some text and hit return to participate in chat.
- Click on the drop down arrow list and choose a name from the list. This enables private text chat direct to the person. The default option is 'Everyone' enabling text to be sent to whole group.

Activity Two – Explore the pods as a group – 30 mins

Attendee List Revisited– Profiles – Stephan Ridgway

There are 3 profile types in a Adobe Connect Professional meeting room, each with its own level of permissions.

Hosts  *Stephan Ridgway*

Can set up a meeting, invite guests, add content, and add or edit layouts in a meeting room. They can promote other participants to be hosts or presenters, and while a meeting is in progress, they can switch to preparing mode to create or edit a layout for a different presentation. They can use any features available to a presenter.

Presenters  *Stephan Ridgway*

Can show content already loaded into the meeting room from the library, and they can show new content from their computer. They can also share a screen, making anything displayed on the presenter's screen appear on the meeting room Stage of all participants and presenters. They can also chat, answer questions, and broadcast live audio and video. What they can't do is alter the layout of the pods in the room.

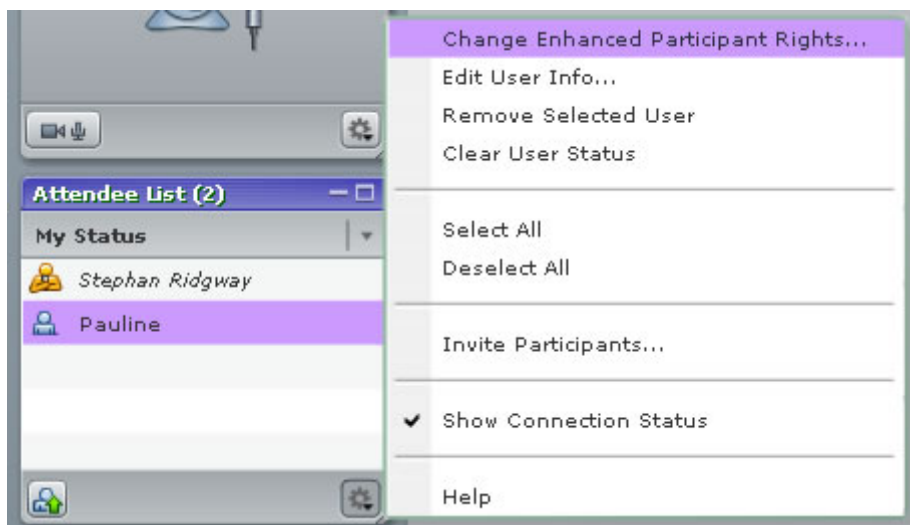
Participants  *Stephan Ridgway*

Can view the content that the presenter is showing or sharing, hear and see the presenter's audio and video broadcast, use text chat, and broadcast their own audio and video, if given permission.

Task – Changing profiles



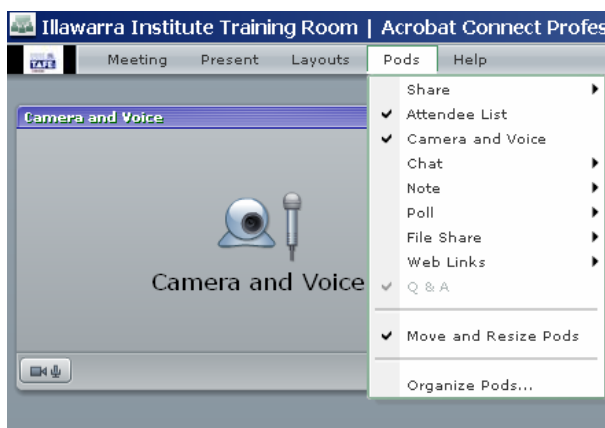
- Facilitator set participants users role to host
- Participant demonstrates to group changing roles using 'Set user role icon'.



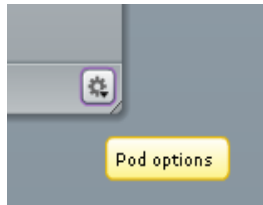
- Click on attended list pod options icon, choose 'Change Enhanced participant right', enable access to audio and voice pod.

Other pods

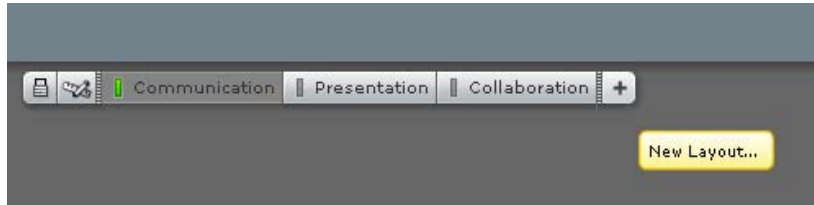
Adobe Connect has a number of other pods for a variety of different purposes.



To add a new pod, click Pods from the drop down menu and choose.



Each Pod has a common Pod options icon in the right hand corner for additional functionality,



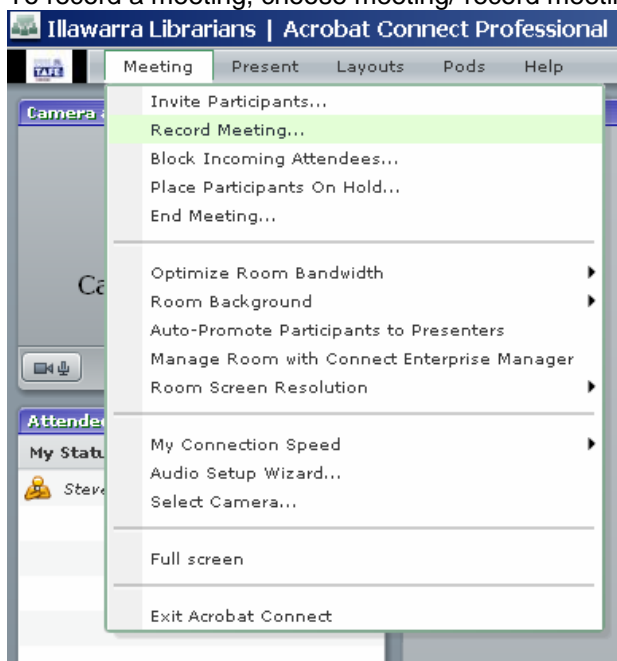
Meeting hosts can prepare a variety of pre-pared layouts ahead of time using the tabs in the bottom left hand corner and choosing 'Layouts/Organise Layouts' from the top menu.

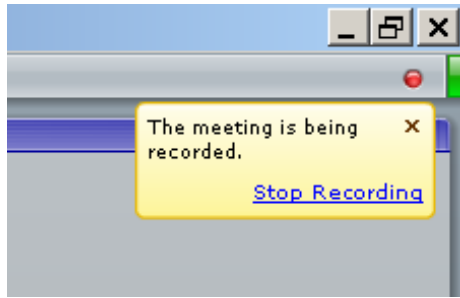
Task – Explore other pods as group

- As a group explore the use of the following pods.
- **Share pod**
 - Sharing your Screen
 - Documents
 - Whiteboard
- **Note pod**
- **Poll pod**
- **File share pod**
 - Uploading content
- **Web links**

Section 3 - Recording and accessing meeting recordings

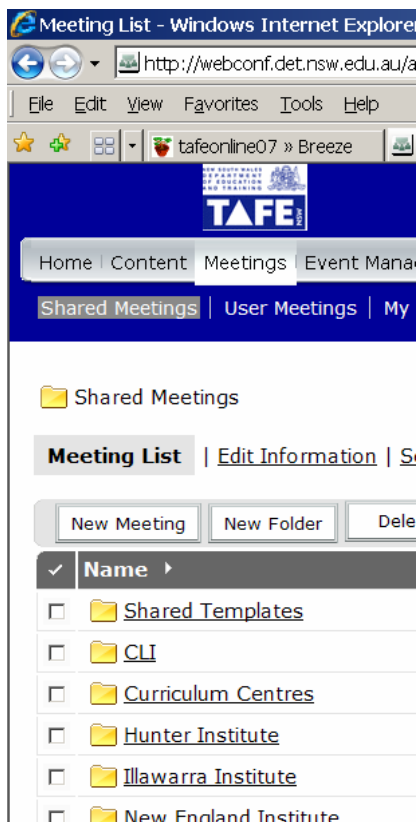
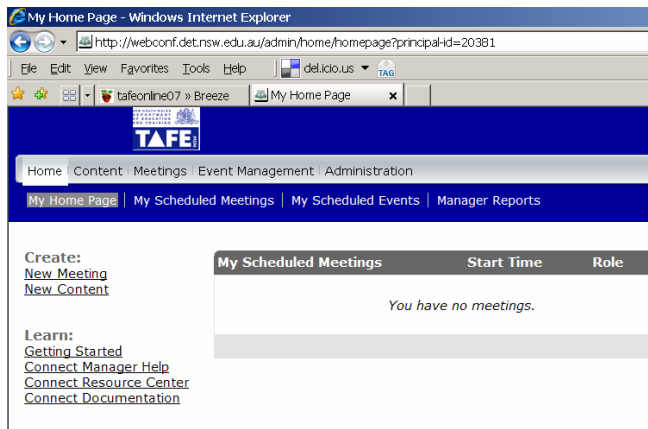
To record a meeting, choose meeting/ record meeting



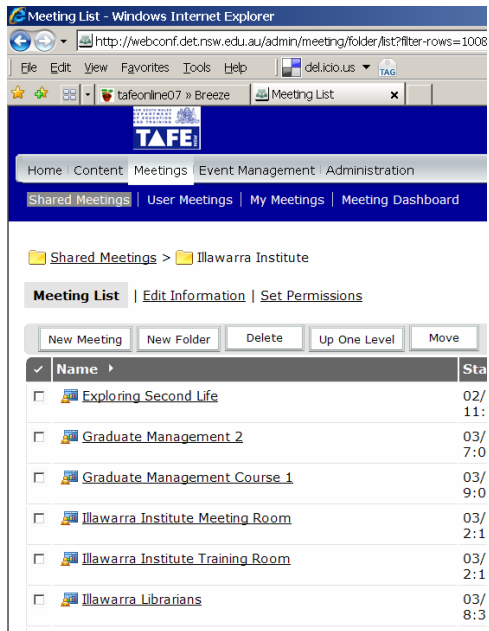


To stop recording click on RED icon in top right hand corner.

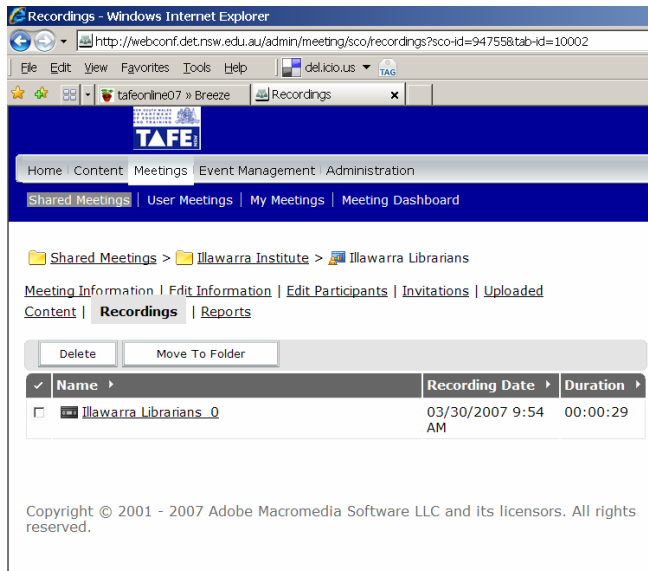
To view your recording go to <http://webconf.det.nsw.edu.au> and log on.



Click on 'Meetings/Shared Meetings/Illawarra Institute'



Choose your meeting room name i.e. Illawarra Librarians then Click 'recordings'



Click on your recording title.

Task - Booking your Adobe Connect session



Click on TAFE icon. Get them to book an event.

<http://nciportal.det.nsw.edu.au/corporate/calendar/Lists/Events/calendar.aspx>

Group discussion – Q&A